

Steal this Productivity Cheat Sheet to GET SH#T DONE

Pomodoro Technique



1. List your tasks.



2. Set a 25-min timer.



3. Focus and work.



4. Take a 5-min break.



5. Repeat 4 times, then break for longer.

3/3/3 Method

From Oliver Burkeman, Do these daily:

3

Spend 3 hours working on an important project.

3

Complete 3 shorter urgent tasks or meetings.

3

Do 3 maintenance tasks to keep life running smoothly.

Eisenhower Matrix

		Urgent	Not Urgent
Important	Important	Do it	Schedule it
	Not Important	Delegate it	Eliminate it

Eat the Frog

Do your hardest task first. The rest will be easier.

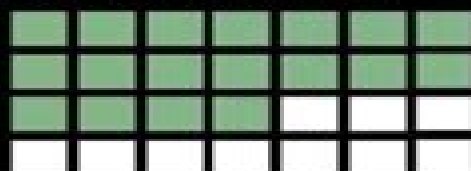


"If it's your job to eat a frog, it's best to do it first thing in the morning. And if it's your job to eat two frogs, it's best to eat the biggest one first."

— Mark Twain

Seinfeld Strategy

1. Set your goal.
2. Mark a calendar each day you do it.
3. Keep the streak as long as you can.
4. Never miss 2 days in a row.



Time Blocking

9 - 12 Deep Work

12 - 12:30 Email

12:30 - 1 Lunch

1 - 2 Gym

2 - 2:30 Break

2:30 - 4 Meetings

1. Identify what needs doing.
2. Group similar activities together.
3. Assign time slots for tasks.
4. Plot blocks on a calendar.
5. Stick to the schedule.
6. Take breaks between blocks.
7. Make changes if needed.

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Get Sh T Done

Mark Steyvers



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